

Park Ridge State High School Senior Assessment Policy



6. EXAM AND ASSESSMENT TASK PROCEDURES FOR ABSENCES

6.1 Absence for an Exam

An examination/test is a formal piece of assessment conducted under supervised conditions at a set time and place.

If a student misses an exam for unforeseen circumstances (eg illness), they must notify the school's Attendance Officer of their absence and also email the **Faculty Head of Department (HOD)** as soon as possible on the day of the missed exam. An AARA must also be submitted on the same day. If a student becomes aware they will miss an exam due to unavoidable absence, they must provide advanced notice to their **teacher and Faculty Head of Department (HOD)** as soon as possible after they become aware of it. An AARA must also be submitted as soon as possible.

Documentary evidence must be supplied for both advanced notice and unforeseen circumstances. Evidence might include: medical certificate, letter explaining reason or other suitable documentary evidence.

ADVANCED NOTICE

Student advises their teacher as soon as they become aware of the absence



Complete AARA Application Form at earliest opportunity and attach documentary evidence.

Submit the completed AARA to Administration or email to assessment@parkridgeshs.eq.edu.au



Faculty HOD advises student of alternate arrangements as soon as possible.



Student will complete exam under supervised conditions (Time & date to be set by Faculty HOD /Teacher).

External Exams - QCAA will advise result of AARA application

Entered onto One School in Contacts.

UNFORESEEN CIRCUMSTANCES

Student advises Administration of absence on 33804111 or text 0416 905 203



ON SAME DAY OF EXAM

Notify Faculty HOD via email at assessment@parkridgeshs.eq.edu.au

Include in email: Student name, grade, teacher name and subject.



ON SAME DAY OF EXAM

Year 10, 11 and 12 students MUST complete the AARA Application Form and submit to administration.



Student will complete exam under supervised conditions immediately on return to school.

External Exams - QCAA will advise result of AARA application

Entered onto One School in Contacts.

Non Compliance with Assessment Policy Procedures – Referred to Faculty HOD.



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6.2 <u>Assessment Task Extensions</u>

If a student wishes to apply for an extension, it must be submitted where possible, 2 days prior to the assessment task due date. To apply for extension, complete an AARA Application Form and submit to the school. Documentation of circumstances must be provided.

ALL OTHER CIRCUMSTANCES

Complete AARA Application Form and attach documentary evidence.

Submit to the Administration or email to assessment@parkridgeshs.eq.edu.au



Guidance Officer / Deputy/ Faculty HOD advises classroom teacher and student of alternate arrangements.



Extension is recorded in One School under Contacts.

Non Compliance with Assessment Policy Procedures - Referred to Faculty HOD.

6.3 Absence on the Due Date of an Assessment Task.

If students are absent on the due date because of illness or special circumstances. Refer to Section 6.1 if the absence is in regards to an exam.

ABSENCE ON THE DUE DATE OF AN ASSESSMENT TASK

Student advises Administration of absence on 33804111 or text 0416 905 203 **AND** emails the assessment task to assessment@parkridgeshs.eq.edu.au or where available submits via SafeAssign. Include in email: Student name, grade, teacher name and subject.

Assessment task **submitted on due date.**



All task sheets and drafts to be handed in on first day back to school to classroom teacher.

Unable to submit assessment task via email on due date.

Call school on 33804111 or text 0416 905 203 to record acknowledgement of assessment due and provide reason. Preferably speak with the Faculty Head of Department (HOD).



Student submits the assessment task to teacher **on first** day back at school or via the negotiated outcome.

Attach evidence – medical certificate and/or parental note as well as completing the AARA Application Form.

Non Compliance with Assessment Policy Procedures – Referred to Faculty HOD.